 **ISSUES REGISTER**

**Project : <Enter Project Name>**

**Project No: <Enter Project Number>**

**As At: <Enter Date Updated>**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Description** | **Impact** | **Date Raised** | **Phase Raised** | **Allocated to** | **Resolution Strategies / Actions** | **Date Closed** |
| *0* | *Sample – Delete this row after Register has been created* | *C – ritical*  *H – igh*  *M – edium*  *L - ow* |  | *Planning*  *Analysis*  *Development*  *Testing*  *Implementation*  *Post Imp.* | *Name/s of person/s resolving the issue* | *Describe the strategies or actions that will be required to close / resolve the issue.*  *UPDATE: as actions progress and are closed..* |  |
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Impact = Impact on the Business or project in the event the issue is not resolved within the required time.